

PERSONNEL & FINANCE MINUTES

MARCH 19, 2024

The meeting opened at 6:00pm with Mayor Bailey, Jeffrey Kirkbride, Bob Schacht, and Patricia Rollins in attendance.

We discussed overtime policies and the need to further define when overtime is and is not appropriate. We will work on creating clear cut rules for overtime, callouts, and phone calls after hours. Bob, Jeffrey, and Pat will meet again with employees to share the committee's recommendations. A meeting is tentatively set for April 11 at 12:00.

After sharing the plan with the Village Council and having members view the forms, we will move ahead with merit pay raises. We will distribute the goals forms for employees to fill out before the end of March.

We established a basic Time Clock policy. All clocking in and out will be at the job site (office, when picking up town vehicle, etc.). The employees will clock out for a ½ hour unpaid lunch break.

The meeting adjourned at 6:52pm.